



POLICY INDEX

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Town of Lowell
Policy Statement

A. Policy number	Adm 1
B. Title	Office access policy
C. Author	Board of Selectmen
D. Replaces policy	
E. Date approved by Board Of Selectmen	4/23/2008
F. Policy expiration	Until revised
G. Responsible for review	Board of Selectmen
H. Narrative:	

The Town Office is a place for transacting town business. Although records, with the exception of personnel information and assistance records, are available to the public; access to these records must be controlled in order to protect their integrity. To assist in this:

Only municipal officers and personnel, at the discretion of Town Clerk will be allowed behind the counter.

Only Town Clerk, Tax Collector, and Treasurer will be allowed to make use of the vault with the permission of the Board of Selectmen.

Material from the vault must not leave the town office building without authorization.

Volunteer help must be authorized by the Board of Selectmen, workspace for volunteer help will be made available in the meeting room.

Office personnel will assist taxpayers and others to complete their business in the most time efficient manner possible.

Document copies and faxes for the public will be allowed as personnel time permits to accommodating these requests. Fees for these services will be set by the Board of Selectmen.

Fees as of 8/1/2024
25 cents per copy black and white
\$1 per copy color

To allow town personnel to complete their duties efficiently; loitering and soliciting are prohibited.

1st Reading 4/2/2008

2nd Reading 4/9/2008

Year Review April 14, 2010, March 16, 2011, March 27, 2013, March 26, 2014
March 24, 2015, April 26, 2016, April 12, 2017, April 25, 2018, June 23, 2020 (SM)

Reviewed and Revised 7/30/2024 KMF per BOS meeting

Town of Lowell
Policy Statement

A. Policy number	Adm2
B. Title	Records access policy
C. Author	Board of Selectmen
D. Replaces policy	
E. Date approved by the Board Of Selectmen	4/23/2008
F. Policy expiration	Until revised
G. Responsible for review	Board of Selectmen
H. Narrative	

The primary purpose and function of this policy is to make records access more efficient. We recognize the right for the public to have access to property card, public records, and valuation information.

Any requests for information which requires locating property cards, copying property cards and tax maps, and property transfer and valuation information will be limited to three (3) properties as other business demands.

If more than three (3) items are requested or time does not allow interrupting specific tasks, a request for information in writing will be required and will be filled within ten (10) business days.

If greater than three (3) items are requested the fee per page will be set by the Board of Selectmen.

Fee per page as of 8/1/2024: 25 cents per page, black and white only

It is preferred that requests for this information be presented and answered in writing either by e-mail or fax, rather than by phone request, as this allows staff to attend to these requests as time allows and workflow is not interrupted. In addition, it provides documentation of information provided.

1st Reading 4/2/2008

2nd Reading 4/9/2008

Year Review April 14, 2010, March 16, 2011, March 27, 2013, March 26, 2014
March 24, 2015, April 26, 2016, April 12, 2017, April 25, 2018, June 23, 2020 (SM)

Reviewed and Revised 7/30/24 KMF per BOS meeting

Town of Lowell
Policy Statement

A. Policy number	ADM03
B. Title	Tobacco Use and Possession
C. Author	Board of Selectmen
D. Replaces Policy	
E. Date Approved by	
Board of Selectmen	6/11/2008
F. Policy Expiration	Until Revised
G. Responsible for Review	Board of Selectmen
H. Narrative:	

In order to promote the health and safety of all staff and the general public and to promote the cleanliness of all facilities, the Board prohibits smoking and the use of all other tobacco products in municipal buildings and municipal vehicles by all persons, including employees.

Employees and all other persons are also strictly prohibited, under law and this Board's policy, from selling, distributing, or in any way dispensing tobacco products to minors.

Legal References: 22 MRSA 1578-B
 Me. PL 470 (An act to Reduce Tobacco Use by Minors)

1st Reading 05/28/2008
2nd Reading 06/04/2008

Year Review: September 30, 2009, March 16, 2011, March 27, 2013, March 26, 2014
 March 24, 2015, April 26, 2016/af, April 12, 2017/af
 April 25, 2018/af June 23, 2020 JM

Reviewed: 7/30/24 KMF per BOS meeting

Town of Lowell
Policy Statement

A. Policy Number: ADM04
B. Title Drug-Free Workplace
C. Author Board of Selectmen
D. Replaces Policy N/A
E. Original Date Approved 0611112008
F. Policy Expiration N/A
G. Responsible for Review Board of Selectmen
H. Narrative:

The Board of Selectmen (Board) recognizes that alcoholism and drug dependency are treatable diseases. Left untreated, they may result in serious personal and family problems. At the same time, the Board is also seriously concerned about the effects of alcohol and drug dependency upon an employee's job performance.

The Board believes strongly that all employees should be able to work in an environment free from alcohol and drug abuse. Accordingly, the Board expects all employees to report for work and to perform their duties in a manner which does not jeopardize the health, safety, and well-being of co-workers.

No employee shall distribute, dispense, possess, use, or be under the influence of any alcoholic beverage, malt beverage, fortified wine, or other intoxicating liquor. Nor shall an employee unlawfully manufacture, distribute, dispense, possess, use or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, anabolic steroid, or any controlled substance (as defined in schedules I through V of section 202 of the Federal Controlled Substance Act [21 USC P 812]; by regulation at 21 CFR P 1300.11 through 1300.15; and in 17-A MRSA, P 1101). This applies before, during and after office hours at the town office or in any other municipal system location defined as follows:

"Municipal system location" means in any building or on any municipal premises; or at any municipally-sponsored or municipally-approved activity, event or function; or during any period of time such employee is otherwise engaged in municipal business, with the exception of social engagements.

Any employee who suspects that they may have an alcohol or drug dependency problem is strongly encouraged to contact their supervisor to see voluntary diagnosis and treatment. The employee will be provided confidential referral services to an outside agency upon request and will be assisted in determining the extent to which insurance coverage may help pay for such services. All voluntary referrals shall be kept confidential.

Any illegal use, possession, furnishing, selling or provision of assistance in obtaining alcoholic beverages or scheduled drugs not covered by the preceding paragraph may, depending upon the

circumstances, constitute sufficient grounds for discipline, up to and including dismissal. Referrals under foregoing paragraphs of this policy will not preclude disciplinary action under this paragraph, depending on the circumstances.

As provided in the Drug-Free Workplace Act of 1988, any employee is required to notify the administration of a criminal or civil conviction for a drug violation occurring on the job or in the workplace no later than five (5) calendar days after such conviction.

Any employee who violates the terms of this policy may be allowed to participate in a drug abuse assistance or rehabilitation program approved by the Board. If such employee fails to satisfactorily participate in and complete such program, the employee shall have appropriate disciplinary sanctions taken against them, up to and including dismissal.

Implementation

The Board of Selectmen shall be responsible for developing and administering procedures to implement this policy.

Communication

A copy of this policy is to be given or mailed to all current employees and to new employees at the time of their employment and is to be posted in appropriate locations in the town office. Annually thereafter, all employees shall be required to review this policy. This may be accomplished by including the policy with employee paychecks or by other appropriate mechanism.

Legal Reference: 21 USC P 812 (Controlled Substance Act)
21 CFRPP 1300.11-1300.15
Federal PL 101-226
17-1 MRSA P 1101

1st Reading 05/28/2008
2nd Reading 06/04/2008

Board Review: 09/30/2009, 03/16/2011, 03/27/2013, 03/26/2014, 03/24/2015, 04/26/2016, 04/12/2017, 04/25/2018, 06/08/2021

Attorney Review: 11/25/2020 (Farrell, Rosenblatt & Russell)

Reviewed: 7/30/2024 KMF per BOS meeting

Town of Lowell
Policy Statement

A. Policy Number: ADM 05
B. Title Nondiscrimination/Equal Opportunity & Affirmative Action
C. Author Board of Selectmen
D. Replaces Policy *N/A*
E. Original Date Approved 06/11/2008
F. Policy Expiration *N/A*
G. Responsible for Review Board of Selectmen
H. Narrative:

Discrimination against and harassment of municipal employees, taxpayers, or the public because of race, color, religion, ancestry or national origin, age, sex (including pregnancy), sexual orientation, gender identity or expression, physical or mental disability, veteran status, or any other protected group as defined by applicable law is prohibited.

The Board of Selectmen (Board) will ensure a continuing program to prevent discrimination against all applicants, employees, taxpayers, and individuals with disabilities having access to municipal premises and activities. The Town of Lowell Affirmative Action Plan will include designation of an Affirmative Action Officer who will be responsible for ensuring compliance with all federal and state requirements relating to nondiscrimination. The Affirmative Action Officer will be a person with direct access to the Chairman of the Board.

The Board directs the administration to provide notice of compliance with federal and state civil rights laws to all applicants for employment, employees, and other interested parties, as appropriate.

The Town will provide all persons, agencies, vendors, contractors, and other persons and organizations doing business with or providing services for the Town a copy of the Town of Lowell Affirmative Action Plan.

Implementation

The Board of Selectmen shall be responsible for developing and administering procedures to implement this policy.

Communication

A copy of this policy is to be given or mailed to all current employees and to new employees at the time of their employment and is to be posted in appropriate locations in the town office. Annually thereafter, all employees shall be required to review this policy and the associated

procedure for filing a complaint. This may be accomplished by including the policy/procedure with employee paychecks or by other appropriate mechanism.

Legal Reference: Equal Employment Opportunities Act of 1972, PL 92-261 (Amending Title VII of the Civil Rights Act of 1964, 42 USC P 2000 (e) et seq.)
Title VI of the Civil Rights Act of 1964, PL 88-852
Age Discrimination in Employment Act of 1967, 29 USC P 621 et seq.
Equal Pay Act of 1963, 29 USC P 206
Vocational Rehabilitation Act of 1973, 29 USC P 794 et seq.
Americans with Disabilities Act, 42 USC P 12101 et seq.
Maine Human Rights Act of 1972, 5 MRSAP 4571, as amended

Cross Reference: ADM 07 - Employee Discrimination & Harassment Complaint Procedure

1st Reading 06/11/2008

2nd Reading 06/04/2008

Board Review: 09/30/2009, 03/16/2011, 03/26/2014, 03/24/2015, 04/26/2016, 04/12/2017, 04/25/2018, 06/08/2021

Attorney Review: 11/25/2020 (Farrell, Rosenblatt & Russell)

Reviewed: 7/30/2024: KMF per BOS meetin

Town of Lowell
Policy Statement

A. Policy Number: ADM06
B. Title Harassment & Sexual Harassment of Municipal Employees
C. Author Board of Selectmen
D. Replaces Policy N/A
E. Original Date Approved 06/11/2008
F. Policy Expiration N/A
G. Responsible for Review Board of Selectmen
H. Narrative:

Harassment of municipal employees because of race, color, religion, ancestry or national origin, age, sex (including pregnancy), sexual orientation, gender identity or expression, physical or mental disability, veteran status, or any other protected group as defined by applicable law is prohibited.

Harassment includes, but is not limited to, verbal abuse, threats, physical assault and/or battery based on race, color, religion, ancestry or national origin, age, sex (including pregnancy), sexual orientation, gender identity or expression, physical or mental disability, veteran status, or any other protected group as defined by applicable law.

Sexual harassment includes, but is not limited to, unwelcome sexual advances, suggestive or lewd remarks, requests for sexual favors, and other verbal and physical conduct of a sexual nature, when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an employee's work environment or employee benefits;
- Submission to or rejection of such conduct by an employee is used as the basis for decisions on employment benefits;
- Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

Any employee who engages in harassment or sexual harassment will be subject to disciplinary action, up to and including dismissal.

All complaints of harassment or sexual harassment will be investigated in accordance with the Municipal Employee Discrimination & Harassment Complaint Procedure (Policy ADM 07)

Implementation

The Board of Selectmen shall be responsible for developing and administering procedures to implement this policy.

Communication

A copy of this policy is to be given or mailed to all current employees and to new employees at the time of their employment and is to be posted in appropriate locations in the town office. Annually thereafter, all employees shall be required to review this policy and the associated procedure for filing a complaint. This may be accomplished by including the policy/procedure with employee paychecks or by other appropriate mechanism. All newly hired employees shall be provided training about sexual harassment in accordance with Maine state law.

The Board of Selectmen is responsible for ensuring the town complies with all legal requirements for posting, notification, and training of employees regarding harassment and sexual harassment.

Legal Reference: Title VI of the Civil Rights Act of 1964, 42 USC 2000d
Americans with Disabilities Act, 42 USC 12101 et seq.
Section 504 of Vocational Rehabilitation Act of 1973, 29 USC 794 et seq.
Title VII, 42 USC 2000c-2; 29 CFR 1604.11
Age Discrimination in Employment Act, 29 USC 623
20MRSA6553
26 MRSA 806-807

Cross Reference: ADM 07 - Employee Discrimination & Harassment Complaint Procedure

1st Reading 06/18/2008

2nd Reading 06/25/2008

Board Review: 09/30/2009, 03/16/2011, 03/27/2013, 03/26/2014, 03/24/2015, 04/26/2016, 04/12/2017, 04/25/2018, 06/08/2021

Attorney Review: 11/25/2020 (Farrell, Rosenblatt & Russell)

Reviewed KMF per BOS 8/13/2024

Town of Lowell
Policy Statement

A. Policy Number: ADM07
B. Title Employee Discrimination & Harassment Complaint Procedure
C. Author Board of Selectmen
D. Replaces Policy N/A
E. Original Date Approved 06/15/2008
F. Policy Expiration N/A
G. Responsible for Review Board of Selectmen
H. Narrative:

This procedure has been adopted by the Board of Selectmen (Board) in order to provide a method of prompt and equitable resolution of employee complaints of discrimination and harassment/sexual harassment as described in ADM 05 - Nondiscrimination/Equal Opportunity & Affirmative Action, and, ADM 06 - Harassment and Sexual Harassment of Municipal Employees.

Procedure:

Any employee who believes they have been harassed or discriminated against is encouraged to first try to resolve the problem by informing the individual(s) that the behavior is unwelcome or offensive and by requesting the behavior stop. This shall not prevent the employee, however, from making an immediate formal complaint.

Any employee who believes they have been harassed or discriminated against should report their concern promptly to the Board.

Employees who are unsure as to whether unlawful harassment or discrimination has occurred are encouraged to discuss their concerns with the Board. Employees will not be retaliated against for reporting suspected harassment or discrimination.

The Board may pursue an informal resolution of the complaint with the agreement of the complainant and the person against whom the complaint is made, and evaluation of whether informal resolution is in the best interest of the town in light of the severity of the complaint and applicable policies and law.

The complaint will be investigated by the Board, unless they choose to designate an independent person to investigate it on their behalf;

- o The person who is the subject of the complaint will be provided an opportunity to be heard as part of the investigation
- o Privacy rights of all parties to the complaint shall be maintained in accordance with applicable state and federal laws.

- o The person conducting the investigation shall keep a written record of the investigation process.
 - o The Board may take interim remedial measures to reduce the risk of further harassment while the investigation is underway.
 - o The investigation shall be completed within 21 calendar days of receiving the complaint, if practicable.
- If the Board determines that harassment or discrimination occurred, they shall;
 - o Determine what remedial action is required, if any;
 - o Determine what disciplinary action should be taken against the person(s) who engaged in harassment or discrimination, if any;
 - o Inform, in writing, the employee who made the complaint of the results of the investigation and its resolution, in accordance with applicable state and federal privacy laws.
 - If the employee who made the complaint is dissatisfied with the resolution, they may file a new complaint with the Maine Human Rights Commission.

Any employee who believes they have been harassed or discriminated against is encouraged to utilize the complaint procedure given above. However, employees also have the right to report incidents of harassment or discrimination directly to the Maine Human Rights Commission, State House Station 51, Augusta, ME 04333 (telephone: 207-620-6050) and/or to the Federal Office of Civil Rights, Regional Director, US Department of Education, SW McCormack POCH Room 222, Boston, MA 02109-4557 (telephone: 617-223-9622).

Communication

A copy of this policy is to be posted in appropriate locations in the town office.

Legal Reference: Americans with Disabilities Act, 28 CFR 35.07
 Section 504 of Vocational Rehabilitation Act, 34 CFR 104.7
 Age Discrimination in Employment Act, 34 CFR 110.25

Cross Reference: ADM 05 - Nondiscrimination/Equal Opportunity & Affirmative Action
 ADM 06 - Harassment & Sexual Harassment of Municipal Employees

1st Reading 06/18/2008

2nd Reading 06/25/2008

Board Review: 09/30/2009, 03/16/2011, 03/27/2013, 03/26/2014, 04/26/2016, 04/12/2017, 04/25/2018, 06/08/2021, KMF per BOS 8/13/24

Attorney Review: 11/25/2020 (Farrell, Rosenblatt & Russell)

Town of Lowell
Policy Statement

A. Policy Number: ADM08
B. Title Municipal Building Scheduling and Rental Agreement
C. Author: Board of Selectmen
D. Replaces policy: None
E. Date approved by Board of Selectmen 04/08/2009
F. Policy expiration Until revised
G. Responsible for review: Board of Selectmen
H. Narrative

The Board of Selectmen (Board) desires the public to take advantage of the Meeting Rooms in the Lowell Municipal Building.

Rules , regulations and release for the rental space are inclusive in the agreement form, which must be read and signed prior to the Town scheduling the desired space, and acceptance of fee, which are available from the Town Clerk. Non-profit organization's fees are waived. A fee of fifty dollars (\$75.00) for four (4) hour period will be charged.

No charge for Lowell residents for a celebration of life or funeral gatherings.

The individual making the request accepts the responsibility for the use of the Lowell Municipal Building and agrees to make financial restitution to the Town of Lowell for any damages to the building, equipment or property. Town property (i.e. tables, chairs) are not to be removed from the municipal property , without prior Board approval. Renters may report to the 911 Dispatcher all unauthorized people at the facility.

Smoking is prohibited in the building. Alcoholic beverages are prohibited in the building and on the premises.

1st Reading 06/18/2008

2nd Reading 06/25/2008

Revision 04/09/2009

Year Review April 14, 2010 , March 16, 2011 AF, March 27, 2013 AF

March 24, 2014 AF, March 24, 2015 AF, April 26, 2016/AF
April 18, 2017 AF, April 25, 2018/AF
August 18, 2020(JM)

Town of Lowell
Lowell Municipal Building
Scheduling and Rental Agreement Form

Name _____

Organization _____

Address. _____

Tel./evening/cellphone. _____

Date and time period this agreement
covers _____

Type of activity _____

Total expected meeting hours. _____

Time of arrival for setup _____

Estimated number of people attending. _____

Number of chaperones. _____

Comments. _____

TERMS: The undersigned hereby agrees to abide by the following rules and regulations for the rental of space at the Lowell Municipal Building.

The individual making this request accepts responsibility for the use of the Lowell Municipal Building and agrees to make financial restitution to the Town of Lowell for any damages to the building, equipment or property. Renters may report to the 911 Dispatcher all unauthorized people at the facility.

Fees for room use will be collected at the Town office in advance.

The undersigned agrees to provide adequate supervision of the building and its premises. When supervising children's parties, it is mandatory that there be one chaperone for every ten children in attendance. **NO EXCEPTIONS.**

Smoking is prohibited in the building. Alcoholic beverages are prohibited in the building and on the premises.

The undersigned is responsible for disposing of any trash and cleaning the room prior to leaving the premises. Cleaning shall include sweeping, wipe up any spills. The

undersigned is to notify Town personnel via phone when ready to leave the premises; Town personnel will inspect, lock and sign off the agreement form.

Additional cleaning charges may be assessed. If **any damages are done as a result of the undersigned's use, the damage will be billed at actual costs necessary to repair the damages.**

Any violations of this agreement will prohibit the undersigned's future use of the Lowell Municipal Building.

The undersigned hereby releases and forever discharges the Town of Lowell and its officials, agents, employees from all suits, claims, and demands whatsoever, including for negligence which he or she or his or her heirs or assigns may ever have for any personal or bodily injury, death, or property damages arising out of or resulting from, in whole or in part, the undersigned's use of the premises as above described. The undersigned further agrees, for him or herself and his or her heirs and assigns, to defend and indemnify the Town of Lowell and its officials, agents, and employees against all suits, claims, and demands by any third party, including invitees and others, and to save them forever harmless there from, and upon demand, to obtain liability insurance in a form and amount satisfactory to the Town.

The undersigned hereby acknowledges that he or she has read and understands this Release and Indemnification, and further represents that if he or she is signing on behalf of another person or entity, he or she is authorized to do so and that such other person or entity intends to be fully bound hereby.

_____ Date	_____ Signature	_____ Print name
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Below this line for Town personnel use only

ROOM(S) ASSIGNED _____ FEE PAID _____

DATE PAID _____

AGREEMENT SIGNED (YES)____ (N.O)____

SIGN OFF: TOWN PERSONNEL _____

USER _____

Town of Lowell
Policy Statement

A. Policy number:	ADM09
B. Title:	Travel reimbursement
C. Author:	Board of Selectmen
D. Replaces policy:	
E. Date approved by Board of Selectmen:	Nov. 12, 2008
F. Policy expiration:	Until revised
G. Responsible for review:	Board of Selectmen
H. Narrative:	

Completion of travel reimbursement form is desired four (4) weeks prior to meeting/workshop if prepayment is needed.

Meeting/travel expenses; inclusive of registration, lodging, meals and round-trip mileage are to be submitted to the Town of Lowell Town Clerk within seven (7) days after meeting/workshop, using a form which is kept on file. Travel reimbursement will be based upon the current Federal rate.

1st Reading Nov. 12 2008

Annual Review, no revision
Revision April 21, 2015

Nov. 11, 2009, March 27, 2012

April 26, 2010	April 12, 2017	April 25, 2018	
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Reviewed KMF per BOS 8/13/2024

TRAVEL REIMBURSEMENT

Meeting date_____

Meeting registration amount _ _ _ _ _

Prepaid Y_ N_ Warrant#___ Date___

Reimbursement amount

Meeting\$_____

Meals \$_____

Lodging\$_____

Miles _____ rate based upon current, annual Federal
Rate_ \$_____

Reimbursement amount approved on Warrant# _____

Date_____

Please submit form at least four (4) weeks prior to
meeting/workshop for pre-payment.

Submit for reimbursement within 7 days after meeting.



Kirk Fogg <lowell3rdselectman@gmail.com>

Fwd: FW: Lowell FW: Policy 6

Legal Services Dept <legal@memun.org>
To: "lowell3rdselectman@gmail.com" <lowell3rdselectman@gmail.com>

Wed, Aug 21, 2024 at 12:23 PM

Kirk,

Based on the background you have shared, I am sorry to tell you that the policy is not valid and therefore should be rescinded by the board. The select board does not have the authority to establish a reserve fund, nor does the select board have the authority to appropriate revenue to a particular account or expend it without town meeting approval.

Generally, tax revenue that comes to the Town during the current fiscal year, even if delinquent, is to be directed to the budget items the Town has appropriated the tax revenue toward in the Town budget. So, much of the revenue addressed in this policy may have already been earmarked by the Town meeting for other current budget items. You could discuss with the Town's auditor how delinquent tax payments relating to previous fiscal years are treated in the Town's books. They may go into unappropriated surplus. However, even if these revenues do go into unappropriated surplus, the select board has no authority to appropriate them to any particular use. Only the Town meeting can establish a non-lapsing account or a reserve account, and only the Town meeting can appropriate revenues or other funds into that reserve account. In addition, only the Town meeting can appropriate Town funds toward reducing the tax commitment.

I hope this is helpful. Please let me know if you have any questions.

Susanne F. Pilgrim, Staff Attorney

MMA Legal Services Department

Maine Municipal Association

60 Community Drive, Augusta, ME 04330

Phone: 207-623-8428

1-800-452-8786

FAX: 207-624-0187

legal@memun.org

E-mail correspondence and attachments sent by or to MMA - with certain exceptions - are "public records" subject to inspection if a request is made under Maine's Freedom of Access Act.

**Town of Lowell
Policy Statement**

A. Policy number:	ADMIO RESCINDED
B. Title:	Property Tax Relief Fund
C. Author:	Board of Selectmen
D. Replaces policy:	None
E. Date approved by the Board of Selectmen:	March 4, 2009 RE
F. Policy expiration:	RESCINDED
G. Responsible for review:	Board of Selectmen
H. Narrative:	

All delinquent property tax revenue, received by the Treasurer, will be held in the Property Tax Relief Reserve Fund. This policy becomes effective eight (8) months after the date of tax commitment to Tax Collector. All money accumulated in the Property Tax Relief Reserve Fund, as of the last day of the fiscal year, will be made available and used as revenue (credit) for reduction of the municipal budget in the subsequent fiscal year. The Treasurer will be responsible, to the Board of selectmen, for the transfer and accountability of this money.

The Board of Selectmen is responsible for the implementation of this policy and to ensure that its intent is realized.

First Reading: February 25, 2009
Second Reading: March 4, 2009

Reviewed and Rescinded on advice of MMA legal opinion.
BOS 8/21/2024

Town of Lowell

Policy Statement

A. Policy number	Adm 11
B. Title	Town Clerk Job Description
C. Author	Board of Selectmen
D. Replaces Policy	None
E. Date approved by Board of Selectmen	March 11, 2009
F. Policy expiration	Until revised
G. Responsible for review	Board of Selectmen
H. Narrative:	

Town Clerk is appointed by the Selectmen at regular board meeting. Upon a vacancy Selectmen will appoint a person to complete the year; at the start of fiscal year the Selectmen may either renew or select a new clerk.

Town Clerk is to be a citizen of the United States, resident of Maine, eighteen (18) years of age.

Nature of Work

Town Clerk is responsible for the preparation and maintenance of official documents; supervision of elections; Registrar of Voters, issuance of various licenses and permits; recording various documents; and preparation of reports. Work is performed in accordance with the Town policies and State and Federal laws with a high degree of independence and supervision from the Board of Selectmen.

Examples of Work

Validates official documents, oversees posting of official notices and advertisements, records papers with federal and state government as received.

Issues various licenses such as marriage, hunting, fishing and dog licenses, and maintains all related records.

Attends all Selectmen meetings, annual town meeting and others as necessary.

Responsible for recording minutes.

Maintains records of births, deaths, marriages and burials and sends monthly reports to the State of Maine Office of Vital Statistics; issues certified copies of same.

Prepares monthly reports on various areas of office activity.

Administers all elections including scheduling and appointing ballot clerks; orders and prepares ballots; issues absentee ballots; processes and records ballots and reports election results and performs duties and qualifications of registrar of voters.

Collects monies and prepares required reports written or computer program; receipted to Treasurer in accordance of Maine statutes.

Answers inquiries at Town Office.

Administers all "oaths of office"; maintains terms of office for boards and committees, keep meeting schedule up to date for Selectmen, School Committee, and Planning Board.

Performs related duties as required.

Job requirements

Thorough knowledge and understanding of the State statutes relating to the duties and responsibilities of town clerk.

Thorough knowledge of modern office procedures, practice and equipment.

Ability to establish and maintain effective working relationships with the other Town officials, employees and the general public.

Ability to rapidly acquire and assimilate knowledge of the provisions of the Town ordinances and state regulations relating to the operation of the office and Town government, and ability to communicate this to office staff and public.

Proficiency in the use of the computer and other office equipment; to conduct business and maintain records, have knowledge /adherence to the Town Clerk Manual from Maine Municipal Association.

Ability to maintain records and prepare reports.

Ability to plan, assign and supervise the work of subordinates; i.e. assistant clerk, election clerks.

May appoint in writing, qualified assistant Town Clerk; serves at will of Clerk, must be sworn and fact of oath recorded in Town records, term of office coterminous with Clerk's.

Desirable Experience and Training

High school graduation and experience in work involving the maintenance and preparation of records supplemented by courses in business education or office procedures; or any equivalent combination of experience and training.

Necessary Special Requirements

Must be able to obtain certificate as a municipal clerk.

Compensation will be established by the Board of Selectmen and voted upon by the Town at the Annual Town Meeting. Any work performed during polling hours by the Registrar of Voters shall be compensated, in addition, to the Clerk's regular salary at a rate agreed to by the Board of Selectmen. Additionally, the compensation may be combined with the duties of other municipal officials at the discretion of the Board of Selectmen.

Reference: Maine Municipal Association manual for Town Clerks
Maine Municipal Association manual for Town Meeting and Election.

First Reading: Feb. 25, 2009

Second Reading: March 4, 2009

Revision: March 11, 2009

Revision/Review: March 3, 2010

Revision/Review May 12, 2010, March 27, 2012, March 27, 2013, March 26, 2014
March 24, 2015, April 26, 2016, revision April 13, 2017

Reviewed and Revised BOS Meeting 8/27/2024

Town of Lowell
Policy Statement

A. Policy number: ADM 12
B. Title: Insufficient funds returned check fee
Process
C. Author: Board of Selectmen
D. Replaces policy: None
E. Date approved by the Board of Selectmen March 11, 2009
F. Policy expiration: Until revised
G. Responsible for review: Board of Selectmen
H. Narrative:

Upon notification from a bank of insufficient funds for a check issued to the Town of Lowell, a penalty will be added to the amount due to Town of Lowell. The amount will be no less than the insufficient funds fee charged by the Town's bank.

Town of Lowell will only accept cash for payments due until all insufficient checks have been cleared by the bank.

First Reading: March 4, 2009

Second Reading: March 11, 2009

Review: March 3, 2010, March 16, 2011 *AF*, March 27, 2013 *AF*, March 26, 2014 *CAF*
March 24, 2015 *AF* April 26, 2016 *CAF*
April 25, 2018 *CAF* April 12, 2017 *CAF*

Reviewed and Revised BOS 8/27/2024

Town of Lowell

Policy Statement

A. Policy number	ADM13
B. Title	Tax Collector Job Description
C. Author	Board of Selectmen
D. Replaces Policy	None
E. Date approved by the Selectmen	March 11, 2009
F. Policy expiration:	Until revised
G. Responsible for review	Board of Selectmen
H. Narrative:	

Tax Collector is appointed by the Selectmen at a regular board meeting. Upon a vacancy Selectmen will appoint person to complete the year; at the start of the fiscal year the Selectmen may either renew or select a new Tax Collector.

Tax Collector is to be a citizen of the United States, resident of Maine, eighteen (18) years of age.

Nature of Work

Tax Collector is a bonded public officer; authority governed by the tax commitment. Tax Collector is responsible for performing duties imposed by State of Maine law on behalf of general public and municipality.

May appoint in writing, qualified assistant Tax Collector; serves at will of the Tax Collector, must be sworn and fact of oath recorded in Town records, term of office contentious with Tax Collector's.

Duties are to collect taxes lawfully assessed within Town of Lowell; in accordance with commitment issued by Selectmen.

Tax bills are issued with the following information: amount of tax, what tax is for, i.e. Tax map/Lot number/description personal property; info discussing discounts/delinquency dates and interest rates (if applicable); info regarding State Revenue Sharing, Maine resident Homestead reimbursement, and Aid to Education .

Settlement

Accounting in full by the Tax Collector to the Selectmen for all taxes legally committed to Tax Collector monthly.

Deliver to the Treasurer, amount of money that equals the sum of taxes committed to Collector minus those taxes that have been abated. Selectmen after inspection of Tax Collector settlement prepare approval by their signature on Certificate of Settlement.

Prepares and sends to delinquent taxpayer at end of eight months; 30-day notices. Delinquent taxes at end of 30-day notice will have a tax lien imposed; notice sent certified/return receipt mail. Tax Collector at eighteen (18) month settles commitment with Treasurer; whom initiates the foreclosure process.

Job scope

Provides required information for Board of Selectmen use and attends meetings upon request.

Provides tax collector report at every Board of Selectmen meeting. Including but not limited to; Taxes collected by year, taxes past due by year, log of mailings (30 day notices/delinquencies).

Required to attend annual Town meeting.

Maintain workbook for tax information, answer multiple requests for tax information from mortgage holders, banks, realtors, etc.

Thorough knowledge and understanding of the State statutes relating to the duties and responsibilities of Tax Collector.

Ability to establish and maintain effective working relationships with the Town officials, employees and the general public.

Proficiency in the use of the computer and other office equipment; to conduct business, maintain records and prepare reports.

30-A MRSA 2603: Tax Collector may appoint in writing a person to serve as Tax Collector Assistant; serves at will of Collector, sworn and fact of oath recorded with Town Clerk, term of office is conterminous with Collector's term.

Tax Collector is the appointed agent for Department Motor Vehicle and Inland Fisheries & Wildlife licensing upon completion of training. Monies collected are receipted to the Treasurer or assistant Treasurer.

Desirable experience and training

High school graduation and experience in work involving the maintenance and preparation of records supplemented by courses in business education or office procedures, or any equivalent combination of experience and training.

Compensation will be established by the Board of Selectmen and voted upon by the Town at the Annual Town Meeting. Additionally, the compensation may be combined with the duties of other municipal officials at the discretion of the Board of Selectmen.

First Reading: March 11, 2009

Revision/ Review: March 3, 2010, March 16, 2011, March 27, 2012, March 27, 2013,
March 26, 2014, March 24, 2015, April 26, 2016, revision April 13, 2017/af

Reviewed and revised 8/27 BOS meeting

Town of Lowell

• Policy Statement

A. Policy number	ADM14
B. Title	Treasurer Job Description
C. Author	Board of Selectmen
D. Replaces policy:	None
E. Date approved by the Board of Selectmen	March 11, 2009
F. Policy Expiration	Until Revised
G. Responsible for Review:	Board of Selectmen
H. Narrative:	

Treasurer is a bonded (30-A,MRSA5601); appointed position, for a term of one year; by the Selectmen at a regular board meeting. Upon a vacancy, Selectmen will appoint person to complete the year; at the start of fiscal year the Selectmen may either renew or select new Treasurer. Treasurer is to be a citizen of the United States, resident of Maine, eighteen years of age.

Treasurer may appoint in writing, qualified Deputy Treasurer; serves at will of the Treasurer, must be sworn and fact of oath recorded in Town records; term of office coterminous with the Treasurer's.

Nature of Work

Treasurer receives monies weekly from Tax Collector and Town Clerk; receipting the amount. Municipal revenue received via mail and the fore mentioned monies will be deposited within ten (10) days if amount greater than one hundred dollars, (\$100.00); 30-A MRSA 5603. Monies received prior to deposit will remain in the Town of Lowell vault. This practice is to follow the same procedure if Treasurer position is held by Town Clerk.

Treasurer, at least monthly; is to report a just and true account of all money to the Selectmen, or as required by Board of Selectmen.

Liens and Foreclosures

Payment received in the form of a check for property/personal taxes currently in the lien/foreclosure process must be cleared through the bank/financial institution. In the event a tax payment is made by a dishonored check, all future payments must be in cash. The lien; when all prior requirements have been satisfied, may be discharged.

Public money to be received and accounted for late property tax payment. The foreclosure process is the responsibility of the treasurer. (is this sentence any longer necessary?)

Discount on taxes

Notice to be posted by Treasurer in public place within 7 days after taxes committed to Tax Collector. Notice to indicate such a vote was approved, the date by which tax must be paid to be eligible for discount and amount of discount. 36 MRSA 505

Accounts and Records:

Treasurer to keep records in order and provide for review by Selectmen, auditors and public.

State Auditor may inquire into accounting and auditing system of Municipality and Officers and put information into form prescribed by State Auditor. 30-A MRSA 5822.

Treasurer responsible for initiating actions to complete the annual post audit in accordance with Maine law.

Records of the Treasurer to be available for public inspection.

Job requirements:

Attends all Board of Selectmen meetings, budget committee meetings and annual Town meeting.

Thorough knowledge and understanding of the State statutes relating to the duties and responsibilities of Treasurer for Town of Lowell, and have knowledge/adherence to the Treasurer's Manual from the Maine Municipal Association

Ability to establish and maintain effective working relationships with the other Town officials, employees and the general public.

Thorough knowledge of modern office procedures, practice and equipment.

Desirable experience and training

High school graduation and experience in work involving accounting and preparation of records, supplemented by courses in business education or office procedures; or any equivalent combination of experience and training.

Compensation will be established by the Board of Selectmen and voted upon by the Town at the Annual Town Meeting. Additionally, the compensation may be combined with the duties of other municipal officials at the discretion of the Board of Selectmen.

Reference: Lowell Policy ADM 12

First Reading: March 11, 2009

Revision and Review: March 3, 2010

Revision December 21, 2011

Reviewed: March 27, 2013
March 26, 2014 af
March 24, 2015 af
April 26, 2016 af
April 12, 2017 af
April 25, 2018 af

Reviewed and Revised BOS meeting 8/27/2024

Town of Lowell

Policy Statement

A. Policy number	ADM 15
B. Title	Road Commissioner Job Description
C. Author:	Selectmen
D. Replaces Policy:	None
E. Date approved by the Board of Selectmen	March 25, 2009
F. Policy expiration:	Until revised
G. Responsible for review:	Selectmen
H. Narrative:	

Essential Responsibilities:

Responsible for Town roads maintenance; is an appointed position in Town of Lowell.

Works with Selectmen developing budget for Town roads maintenance and brush cutting.

Insures implantation and or compliance with Federal/State regulations relative to Town roads.

Receives citizen inquiries or complaints and attempts to resolve the issues.

Prepares, with Selectmen; bid specifications for Town Roads projects.

Oversees repairs and maintenance of Salt Shed facility.

Performs related work as required.

Required to attend Board of Selectmen meetings as requested

Required to attend Annual Town Meeting.

Requirements of Work:

Citizen of the United States, resident of Maine, eighteen(18) years of age

Ability to organize and direct activities of required personnel administering Town Roads work.

Ability to develop long term plans on matters of Town Roads operations and policy.

Ability to maintain effective working relationships with other Town officials.

Job experience:

Experience in Municipal public works and maintenance activities; or any equivalent combination of experience and training.

Compensation will be established by the Board of Selectmen and voted upon by the Town at a Town Meeting. Additionally, the compensation may be combined with the duties of other municipal officials at the discretion of the Board of Selectmen.

First Reading: March 25, 2009

Revision/Review: March 3, 2010

Revision and Review: March 31, 2010

Review: March 27, 2012

Revision and Review June 17, 2014

Reviewed and Revised BOS meeting 8/27/2024

Town of Lowell

Policy Statement

A. Policy number	ADM16
B. Title:	General Assistance Administrator
	Job Description
C. Author:	Board of Selectmen
D. Replaces Policy	None
E. Date approved by the Board of Selectmen	March 25, 2009
F. Policy expiration	Until revised
G. Responsible for review:	Board of Selectmen
H. Narrative:	

Position is to be appointed by the Board of Selectmen, is to be a citizen of the United States, resident of Maine, and at least eighteen (18) years of age, responsible for directing the Town's General Assistance program.

Job description:

Responsible for dispensing welfare assistance, including processing applications, determining eligibility, and providing other necessary assistance.

Responsible for record keeping and filing reports.

Review applications and discuss results achieved with the Board of Selectmen; also review through audits and reports to State agencies.

Duties and Responsibilities:

Takes applications for welfare assistance; interviews clients; investigates and determines need in accordance with applicable welfare guidelines and determines the amount and type of assistance necessary.

Maintains liaison with and makes referral to various local, state, and federal agencies or other human service organizations.

Attends meetings and represents Town on matters dealing with welfare, housing mental health and other social work programs.

Maintains detailed account and client records; prepares records as required.

Keeps informed on legal and administrative changes in regulations relating to the Town General Assistance responsibility.

Performs related work as required.

Requirements of Work:

Thorough knowledge of welfare laws, guidelines, and pertinent regulations and the ability of applying the laws and regulations to general assistance administrator operations.

Thorough knowledge of other agencies to which clients may be referred for services needed and ability to maintain effective working relations with those agencies.

Effective communication skills, especially verbal and listening; maintains utmost confidentiality.

Skill in interviewing persons on a one-to-one basis.

Ability to work independently following statutory and general policy guidelines.

Training and Experience Required:

Graduation from an accredited high school, completed required General Assistance Administrator training or any equivalent combination of experience and training.

Compensation will be established by the Board of Selectmen and voted upon by the Town at the Annual Town Meeting.

First Reading: March 25, 2009

Revision/Review: March 3, 2010, Yearly Review: March 16, 2011, March 27, 2013
March 26, 2014 AF, March 24, 2015 AF, April 26, 2016 AF
April 12, 2017 CF, April 25, 2018 AF

Reviewed BOS meeting 9/10/2024 KMF

Town of Lowell

Policy Statement

A. Policy number	ADM17
B. Title	Town of Lowell Copy Fee/Revenue
C. Author:	Board of Selectmen
D. Replaces Policy:	None
E. Date approved by the Board of Selectmen:	04/01/2009
F. Policy expiration:	Until revised
G. Responsible for review:	Board of Selectmen
H. Narrative:	

General public will be charged twenty-five cents (\$0.25) per black and white page.

General public will be charged one dollar (\$1.00) per color page

Revenue from copies will be credited in the office supplies line item of the Municipal budget.

Town Clerk will be the discretionary overseer of this action and is not obligated to provide copy Services to general public.

First Reading: 03/25/2009

Second Reading: 04/01/2009

Year Review April 14, 2010, March 16, 2011, March 27, 2013
March 26, 2014 AF, March 24, 2015 AF, April 26, 2016 AF
April 12, 2017 AF, April 25, 2018 KMF

Reviewed and Revised BOS meeting 9/10/2024 KMF

Town of Lowell
Policy Statement

A. Policy Number: ADM18
B. Title: Application of payments to unpaid taxes
C. Author: Board of Selectmen
D. Replaces policy: None
E. Date approved by the Board of Selectmen 4/22/2009
F. Policy expiration: Until Revised
G. Responsible for Review Board of Selectmen
H. Narrative:

Board of Selectmen require of the municipal tax collector or the treasurer, that any tax payment received from an individual as payment for any property tax be applied against outstanding or delinquent taxes due on that property in chronological order beginning with the oldest unpaid tax bill. Taxes may not be applied to a period for which an abatement request or appeal has not been resolved unless approved in writing by the taxpayer.

See attached July 15, 2003 order of Municipal officers.

First Reading: 04/22/2009

Year Review April 14, 2010, March 16, 2011 AF, March 27, 2013
March 26, 2014 AF, March 24, 2015 AF, April 26, 2016/af
April 12, 2017/af, April 25, 2018 af

Reviewed 9/10/2024 BOS Meeting KMF

ORDER OF MUNICIPAL OFFICERS
Pursuant to 36 M.R.S.A. 906

We, the Municipal Officers of the Town of Lowell, upon request of the Tax Collector/Treasurer, pursuant to Title 36, Maine Revised Statutes Annotated, section 906, to apply any tax payment received from an individual as payment for any property tax against outstanding or delinquent taxes due on said property in chronological order beginning with the oldest unpaid bill, provided, however, that no such payment may be applied to any tax for which an abatement application or appeal is pending unless approved in writing by the taxpayer.

Dated: 1/- 22-PCJIO

Municipal Officers

John Iantusa
Paul Fogg
Carl...

ACKNOWLEDGEMENT

I/We, the Tax Collector and /or Treasurer of said Town/City, hereby acknowledge making the aforesaid request and receipt of a copy of the above Order.

Tax Collector/Treasurer

Dated: Y- J'' -201 0

W: = :
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Town of Lowell
Policy Statement

A. Policy number:	ADM19
B. Title:	Receipt of Revenue
C. Author:	Board of Selectmen
D. Replaces policy:	None
E. Date approved by the Board of Selectmen:	5/13/2009
F. Policy expiration:	Until Revised
G. Responsible for review:	Board of Selectmen
H. Narrative:	

Persons responsible for receipting revenue: Town Clerk, Tax Collector, Treasurer, Assist Clerk, Assist. Tax Collector, Assist. Treasurer.

Usually money is received in the form of a check. Tax Collector receipts tax payments and the Treasurer receipts general (all other) checks; school monies are also receipted by the treasurer. A list of incoming checks is kept with the deposit slips.

Liens and Foreclosures

Payment received in the form of a check for property/personel taxes currently in the lien/foreclosure process must be cleared through the bank/financial institution. In the event tax payment is made by a dishonored check, all future payments must be in cash or credit card (subject to surcharge). The lien when all prior requirements have been satisfied may be discharged.

The Treasurer prepares deposits weekly. The Treasurer or the assistant Treasurer deposits the money weekly. The Treasurer reconciles the bank statements monthly.

Posting is available daily from Trio Computer Program; printing done weekly. The Treasurer and Tax Collector post their respective receipts on a daily basis. Deposits can be tracked by using the deposit record.

Most of the General Fund Revenue comes from the property and excise taxes. Miscellaneous revenues are comprised of State revenue sharing, tree growth penalty, and other revenue sources.

Reference: Town of Lowell Policy ADM 12

First Reading: 05/13/2009

Reviewed and Revised: BOS meeting 9/10/24

Town of Lowell
Policy Statement

A. Policy number: ADM20
B. Title: Payroll System
C. Author: Board of Selectmen
D. Replaces Policy: None
E. Date approved by the Board
Of Selectmen: 5/20/2009
F. Policy expiration: Until Revised
G. Responsible for Review: Board of Selectmen
H. Narrative: Responsible persons; Treasurer, and assistant Treasurer.

Treasurer, deputy Treasurer, Tax Collector, assistant Tax Collector, Town Clerk, and assistant Town Clerk are salaried personal.

Road Commissioner paid via stipend paid on first warrant in July and December.

Selectmen and General Assistance officer is to be paid first payroll cycle in May, August and December.

Lowell Health Officer to be paid stipend the first warrant in July and December

The warrant after being approved and signed by the Selectmen allows the Treasurer to issue the check and distribute to the appropriate personnel. In mitigating circumstances, Board has given the Treasurer authority to release payroll checks if necessary before the meeting. Payroll is paid on a biweekly basis.

Permanent records are maintained for all employees by the Treasurer. Overtime should be approved by the Selectmen, but it does not have to be in writing.

References are checked when people are hired. They must have the necessary credentials according to Policy. There must be adequate reason for dismissal.

First Reading: 05/13/2009

Second Reading: 05/20/2009

Revision/Review May 12, 2010, Yearly : March 16, 2011, March 27, 2013
March 26, 2014 af, March 24, 2015, April 26, 2016 af
April 12, 2017 af, April 25, 2018 af

Reviewed and Revised BOS 9/10/2024 KMF

Town of Lowell
Policy Statement

A. Policy number:	ADM 21
B. Title:	All Town Meeting Votes and Minutes
C. Author:	Board of Selectmen
D. Replaces Policy:	None
E. Date approved by the Board of Selectmen:	September 16, 2009
F. Policy Expiration	Until Revised
G. Responsible for Review:	Board of Selectmen
H. Narrative:	

. Responsible Persons: Town Clerk

Minutes of all Town meetings and votes; inclusive of Annual, Special, Selectmen, Planning Board and Board of Appeals, shall be recorded on the Town of Lowell computer file. A hard copy(paper) of minutes and votes(s) will be available within seventy-two (72) hours following the meeting, allowing approval, signature, and disbursement.

The hard copy will be placed in a plastic sleeve, inserted into the Town Record, which is kept in the vault.

Reference: 30-A M.R.S.A. Section 2524(4)

First Reading: 09/02/2009
Second Reading: 09/16/2009
Review 9/15/2010

Reviewed BOS 9/24/2024 KMF

Town of Lowell
Policy Statement

A. Policy number:	ADM 22
B. Title:	Payment Method for Discount
C. Author:	Selectmen
D. Replaces Policy:	None
E. Date Approved by the Board of Selectmen	September 16, 2009
F. Policy Expiration:	Until Revised
G. Responsible for Review:	Board of Selectmen
H. Narrative:	

Any overpayment of taxes received, within the thirty day tax discount period, will be credited to the following tax year, unless otherwise requested by the property owner.

First Reading: September 16, 2009

Review September 9, 2010

Revision September 9, 2010

Review Nov. 2011 /af, March 26, 2014 /af
March 27, 2013 /af, March 24, 2015 /af, April 26, 2016 af
April 12, 2017 af, April 25, 2018 /af

Reviewed BOS 9/24/2024 KMF

Town of Lowell
Policy Statement

A. Policy Number: ADM23
B. Title: Financial Worksheets
C. Author: Board of Selectmen
D. Replaces Policy: None
E. Date approved by Selectmen Nov. 18, 2009
F. Policy expiration Until revised
G. Responsible for review: Board of Selectmen
H. Narrative:

Warrant Worksheets, Revenue Worksheet, and General Ledger Worksheets have been established as tools used by Municipal officers and officials to manage the Town's financial business and monthly reconciliation. The use and application of these financial worksheets are subject to the discretion of the Treasurer.

Any changes to be approved by the Board of Selectmen.

See Attached

First Reading: Nov, 11, 2009

Yearly Review: March 16, 2011/AF, March 27, 2013/cf
March 26, 2014/AF, March 24, 2015 AF, April 26, 2016 AF
April 12, 2017/AF, April 25, 2018/AF

Reviewed and Revised BOS meeting 9/24/2024 KMF

Town of Lowell
Policy Statement

A. Policy Number:	ADM24
B. Title:	Education of Lowell Students
C. Author:	Board of Selectmen
D. Replaces policy:	None
E. Date approved by Selectmen	Nov. 18, 2009
F. Policy expiration	Until revised
G. Responsible for review:	Board of Selectmen
H. Narrative:	

Refer to the attached Lowell School Committee policies pertinent to Registration, transport and education.

First Reading: November 18, 2009

Reviewed and Revised BOS meeting 9/24/2024 KMF

STUDENT TUITION POLICY

It shall be the policy of the Lowell School Committee that the Town of Lowell will not pay to any other school district an amount greater than the cost of the state tuition rate as determined by the Commissioner to MSAD #31 or RSU #67, or the actual tuition rate if less, for any Lowell student who attends any other public or private non-religious based school.

It shall be the policy of the Lowell School Committee that the Town of Lowell will pay for transportation for Lowell students only on scheduled school transports from the Town of Lowell, to and returned from MSAD #31 or RSU #67. Transportation to any other school district is the responsibility of the student/guardian.

The Town of Lowell will pay for the cost of tuition, transportation and other appropriate education related expenses as required by the Commissioner for Lowell students in grades K-12 only.

Adopted September 7, 2006
January 12, 2010
Revised 9/24/2024

STUDENT RESIDENCY POLICY

It shall be the policy of the Lowell School Committee that the expenditure of public funds to provide elementary and secondary education, including special education and vocational education shall be limited to those students who meet the following criteria with respect to residence:

A student is considered a resident of the Town of Lowell if:

- (1) The student's parents with legal custody are a resident of Lowell; or
- (2) The student is 18 years of age or over and otherwise emancipated and resides in Lowell; or
- (3) The student is an emancipated minor and resides in Lowell; or
- (4) The student's court appointed legal guardian with legal custody is a resident of Lowell and the legal guardian can demonstrate that the guardianship was obtained for reasons necessary to the welfare of the student, and not solely for the purpose of taking advantage of Lowell's education policies; or
- (5) The student resides in Lowell with someone other than his parent or guardian with legal custody and the Lowell Superintendent and/or Maine Commissioner of Education has made the determination in accordance with Maine State law; or
- (6) The student is a unhoused/homeless student, eligible to attend elementary or secondary school as provided by Maine State Law.

Residence means bona fide residence. A bona fide residence is one's actual residence maintained in good faith and does not include a temporary or superficial residence established for the purpose of free school attendance provided by the Town of Lowell. Factors to be considered in determining residency include where one regularly sleeps, eats, votes, pays taxes, owns property, registers vehicles, keeps furniture and belongings, etc. A ward of the state is not considered a resident for purposes of this policy. The Town of Lowell will provide financial support in accordance with the student tuition policy.

It is the responsibility of the student and/or legal guardian to prove their legal residency under the provisions of this policy. The Lowell School Committee reserves the right to require the submission of any and all documents to support one's residency. The Town of Lowell reserves the right to require repayment of all school expenses should residency be determined to be fraudulent.

Adopted November 10, 2009
January 12, 2010
Revised 9/24/2024

TOWN OF LOWELL
POLICY STATEMENT

A. Policy	ADM25
B. Title	Code Enforcement Officer
C. Author	Board of Selectmen
D. Replaces Policy	None
E. Date Approved by Selectmen	February 3, 2010
F. Policy Expiration	Until Revised
G. Responsible for Review	Board of Selectmen
R Narrative:	

Nature of Work

This position is responsible for technical and enforcement work by performing electrical, building, plumbing, housing, safety, fire prevention and zoning inspections for the Town. This position assists in the enforcement of municipal and state codes, ordinances and regulations in the Code Enforcement Office and provides technical and inspection support to the Planning Department as well. This person is the Town's authorized Building Inspector, Plumbing Inspector, Shoreland Zoning Officer and Land Use Regulator.

Professionally this person is responsible to perform a variety of inspections of new construction, existing housing, commercial structures and other buildings and facilities. Support to be provided in the office environment by assisting in the issuing of permits, maintaining records, reviewing plans, interpreting plans and related documents, investigating complaints, answering inquiries by phone or in person, generally serving the public, and by providing staff support to boards and committees.

Work is performed under the general supervision of the Municipal Officers, who reviews and evaluates performance.

Examples of Work (Illustrative)

Conducts on-site inspections to ensure projects are consistent with plans reviewed and approved by the Code Enforcement Officer (CEO), Planning Board, Board of Appeals and any other board having jurisdiction.

Inspects structures and buildings under construction, repair, remodeling or renovation throughout all phases of completion to ensure building plans are followed that legal and safety requirements are met in accordance to the Town's Building Ordinance.

Conducts regular inspections of properties within the municipality of Lowell for any building and/or shoreland code violations. Provide written report quarterly identifying property viewed, dates and results of inspection.

Enforces Town's Zoning Ordinance; if applicable, Shoreland Zoning Ordinance, standards of 30-A M.R.S.A. section 3001(E-9-1-1), 3751(Junkyard), 3752-3760, applicable laws, codes, mandates and ordinances.

Provides technical information, research and assistance to town officials, contractors, property owners and the general public regarding the interpretation and application of codes, ordinances, laws, standards and regulations.

Inspects buildings and developments which are under construction, alteration or repair for compliance with the Municipal Shoreland Zoning Ordinance, Floodplain Management Ordinance, and Land Use Ordinance.

Attends Board of Selectpersons, Planning Board and Board of Appeals meetings as necessary.

Provides reports and records to document work performed and assists in the maintenance of those records.

Performs related work as may be required to ensure the safety and well-being of the public, as well as the efficient and effective operation of the Code Office.

Requirements of Work

Graduate from an accredited high school.

Knowledge of municipal government procedures.

Possess and maintain certification as required by 30-A M.R.S.A. section 4451.

Possess and maintain a valid Maine motor vehicle operator's license.

Extensive knowledge of approved methods and materials used in building construction, plumbing, septic systems, zoning, land-use planning, etc. and/or the ability to become familiar and receive appropriate licenses.

Knowledge of standard testing devices and measures used in building trades as well as effective corrective measures. ,

Knowledge of municipal ordinances and IBC(International Building Codes), plumbing, electrical, **NFPA** codes, zoning, etc.

Ability to analyze and interpret complex construction plans and specifications; recognize code violations and to take appropriate enforcement action.

Ability to establish and maintain effective working relationships with the public, other employees, state and local officials and citizen advisory board members.

Ability to communicate well orally and in writing and to make accurate and clear interpretations of written codes and ordinances.

Ability to deal with the public firmly and courteously under possible adverse or strained conditions.

Ability to make accurate assessments and measures and to maintain records and make reports.

First Reading: December 16, 2009

Second Reading: February 3, 2010

Yearly Review: March 16, 2011, March 27, 2013, March 26, 2014
March 24, 2015, April 20, 2016
April 18, 2017, April 25, 2018

Reviewed BOS 9/27/2024

Town of Lowell

Policy Statement

A. Policy number:	ADM27
B. Title	Personal Time, Town Office Employees
C. Author:	Board of Selectmen
D. Replaces Policy:	None
E. Date approved by the Board of Selectmen	February 3, 2010
F. Policy expiration:	Until revised
G. Responsible for review:	Board of Selectmen
H. Narrative:	

Total amount of Annual Personal Time consist of legal holidays (New Year, Memorial, Fourth of July, Labor Day, Veterans Day, Thanksgiving, Christmas), plus five(5) personal days.

Personal days are defined as days the employee will not be reporting to work; notice required, weekends excluded.

First Reading: February 3, 2010

Yearly Review: March 16, 2011 (Revision), March 27, 2013, March 26, 2014
March 24, 2015, April 26, 2016, April 12, 2017
April 25, 2018

Town of Lowell
Policy Statement

A. Policy number:	ADM28
B. Title:	Town of Lowell Assistant Clerk
C. Author:	Board of Selectmen
D. Replaces Policy	None
E. Date approved by the Board of Selectmen	March 3, 2010
F. Policy expiration	Until Revised
G. Responsible for Review	Selectmen
H. Narrative	

The Clerk may appoint one or more assistants who may perform any duties of the office prescribed by the clerk. This appointment needs to be in writing. 30-A M.R.S.A. §2654. Before assuming the duties of office, an assistant clerk must be sworn and the fact of his/her oath recorded. The assistant clerk serves at the will of the clerk, and only during the term of the clerk. The clerk and the surety on his/her bond are liable for all acts and omissions of the assistant clerk. 30-A **M.R.S.A.** § 2654.

The degree to which the clerk is willing to delegate some, many, or all job responsibilities to his/her assistants is in the discretion of the clerk, and should be spelled out clearly in the appointment papers prepared by the clerk.

Compensation will be established by the Board of Selectmen, and voted upon by the Town at the Annual Town Meeting. Additionally, the compensation may be combined with the duties of other municipal officials at the discretion of the Board of Selectmen.

Reviewed 10/8/2024 BOS KMF

Town of Lowell
Policy Statement

A. Policy number	ADM29
B. Title:	Town of Lowell Deputy Treasurer
C. Author:	Board of Selectmen
D. Replaces Policy	None
E. Date approved by the Board of Selectmen	March 3, 2010
F. Policy expiration	Until revised
G. Responsible for Review	Selectmen
H. Narrative:	

30-A **M.R.S.A.** § 2603 provides that the treasurer may appoint in writing one or more qualified persons to serve as his/her deputies. The appointment must be signed by the treasurer. A deputy serves at the will of the treasurer and may perform any of the duties prescribed (described in writing) by the treasurer. Before assuming the duties of office, a deputy must be sworn and the fact of his/her oath recorded with the municipal clerk.

Law provides that the treasurer and the surety on his/her bond are liable for all acts and omissions of the deputy (30-A M.R.S.A. § 2603), it is of the utmost importance that the treasurer or the municipal officers notify the bond company that a deputy has been appointed. The liability of the principal (the treasurer) and of the sureties (bond company) is an additional reason why the deputy's duties should be described in writing.

Because a deputy serves at the will of the treasurer, a deputy's term of office is coterminous with the treasurer's term. If the treasurer leaves office, any deputy loses his/her authority to act.

Compensation will be established by the Board of Selectmen and voted upon by the Town at the Annual Town Meeting. Additionally, the compensation may be combined with the duties of other municipal officials at the discretion of the Board of Selectmen.

First Reading: March 3, 2010

Yearly Review: March 16, 2011 *AF*, March 27, 2013 *AF*, March 26, 2014 *AF*
March 24, 2015 *AF*, April 26, 2016 *AF*, April 12, 2017 *AF*
April 25, 2018 *AF*

Reference: Maine Municipal Treasurer Manual

Reviewed 10/8/2024 BOS KMF

Town of Lowell
Policy Statement

A. Policy number: ADM30
B. Title: Town of Lowell Assistant Tax Collector
C. Author: Board of Selectmen
D. Replaces Policy: None
E. Date approved by the
Selectmen March 3, 2010
F. Policy expiration: Until revised
G. Responsible for Review: Board of Selectmen
H. Narrative:

The tax collector may appoint one or more assistants who may perform any duties prescribed by the tax collector. The appointment needs to be in writing. 30-A M.R.S.A. § 2603. Before assuming the duties of office, an assistant tax collector must be sworn and the fact of his/her oath recorded. The assistant tax collector serves at the will of the tax collector, and only during the term of the tax collector. The tax collector and the surety on his/her bond are liable for all acts and omissions of the tax collector. 30-A M.R.S.A. § 2603.

The degree to which the tax collector is willing to delegate some, many, or all job responsibilities to his/her assistants is in the discretion of the tax collector, and should be spelled out clearly in the appointment papers prepared by town clerk.

Compensation will be established by the Board of Selectmen and voted upon by the Town at the Annual Town Meeting. Additionally, the compensation may be combined with the duties of other municipal officials at the discretion of the Board of Selectmen.

First Reading: March 3, 2010

Yearly Review: March 16, 2011 *AF*, March 27, 2013 *AF*, March 26, 2014 *AF*
March 24, 2015 *AF*, April 26, 2016 *AF*, April 12, 2017 *AF*
April 25, 2018 *AF*

Reference: Maine Municipal Association Tax Collector Manual.

Reviewed 10/8/2024 BOS KMF

Town of Lowell
Policy Statement

A.	Policy Number	ADM48
B.	Title	Quarterly Reporting Policy
C.	Author	Board of Selectmen
D.	Replaces Policy:	NA
E.	Date Approved by Selectmen	10/8/2024
F.	Policy Expiration	
G.	Responsible for Review	Board of Selectmen

Purpose:

To ensure regular communication between municipal departments and the Board of Selectmen, appointed officials are required to report quarterly on their department's activities.

Scope:

This policy applies to the following municipal officials:

Code Enforcement Officer

Tax Assessor

Tax Collector

Town Clerk

Treasurer

Road Commissioner

Animal Control Officer

General Assistance Administrator

Planning Board Chair

School Board Chair

Central Highlands Fire District #1 Board Member

Sexton

Policy:

Meeting Schedule: Each official is required to attend the first scheduled Board of Selectmen meeting in March, June, September, and December to present their department's report.

Written Report: A brief written report summarizing departmental activities, updates, and concerns must be submitted during the meeting.

Attendance: Officials are expected to attend in person. If unable to attend, a designee may present the report, or the report may be reviewed without their presence at the Board's discretion.

First Reading 09/24/2024

Town of Lowell
Policy Statement

A. Policy number:	ADM31
B. Title:	Interim Municipal Official
C. Author:	Board of Selectmen
D. Replaces policy:	None
E. Date approved by Selectmen	March 31, 2010
F. Policy expiration:	Until revised
G. Responsible for review:	Board of Selectmen

Upon vacancy of an appointed municipal official's position, prior to completion of term; the Board of Selectmen will appoint an interim official for a period of no longer than six months.

Compensation for this interim official will be a stipend. The amount of stipend will be determined by the Board of Selectmen.

First Reading: March 31, 2010

Yearly Review: March 16, 2011 ^{AK}, March 27, 2013, March 26, 2014 ^{AK}
March 24, 2015 ^{AK}, April 26, 2016 ^{AK}, April 12, 2017 ^{AK}
April 25, 2018 ^{AK}

Reviewed BOS 10/22/2024 KMF

Town of Lowell
Policy Statement

A. Policy number:	ADM32
B. Title:	Custodian Job Description Municipal Building
C. Author:	Selectmen
D. Replaces Policy:	None
E. Date approved by the Board of Selectmen	May 12, 2010
F.: Policy expiration:	Until Revised
G. Responsible for review:	Selectmen
H. Narrative:	

Custodian is an appointed position in the Town of Lowell.

Essential Responsibilities:

1. Clean each room weekly inclusive of, but not limited to: three bathrooms, meeting room, office of the Selectmen, Assessor's office, Tax Collector's office, entry way, public lobby, kitchen and closets, garage as needed.
2. Floor maintenance: Vacuum entire building weekly and buff floors as needed.
3. Dust all furniture, desks and office equipment.
4. Wash windows, as needed: exterior and interior.
5. Knowledge and compliance of Materials Safety and Data Sheet.

Abilities: Able to use motorized floor cleaning equipment and other equipment as needed for the job.

Physical demands: Able to bend at waist, able to exert 20-50 pounds of force occasionally, and 20-25 pounds of force frequently.

Qualifications: Knowledge of cleaning agents which can be used on different areas of the Municipal building.

Compensation will be established by the Board of Selectmen and voted upon by the Town at the Annual Town Meeting. Additionally, the compensation may be combined with the duties of other municipal officials at the discretion of the Board of Selectmen.

First Reading: March 31, 2010
Annual Review: March 27, 2012
Reviewed 10/22/2024 BOS KMF

Town of Lowell
Policy Statement

A. Policy Number:	ADM33
B. Title:	General Assistance Vouchers
C. Author:	Board of Selectmen
D. Replaces Policy	None
E. Date approved by Selectmen	September 28, 2010
F. Policy Expiration	Until revised
G. Responsible for review:	Board of Selectmen
H. Narrative:	

General Assistance food/basic needs vouchers are issued following approval of the General Assistance(GA) application per the GA officer.

Following is a list of allowable and non-allowable items.

Allowable:

Perishable: meats, fruits, vegetables, milk products, grain products.

Non-perishable: canned meats, fruits, vegetables; soaps, detergents; personal care Supplies.

Non-allowable items: Tobacco, alcohol products, chips, soda, candy, animal food, cannabis or cannabis derivatives.

First Reading: September 28, 2010

Review: Nov. 2011 /af, March 27, 2013, March 26, 2014 af
March 24, 2015 af, April 26, 2016 af, April 12, 2017 af
April 25, 2018 af

Review 10/22/2024 BOS KMF

TOWN OF LOWELL

TO: STEAKS & STUFF
FROM: GENERAL
ASSISTACE
ADMINISTRATOR TOWN
OF LOWELL

RE: VOUCHER

DATE:

_____ IS ENTITLED TOPURCHASE UP TO ____
OF PERISHABLE AND NON PERISHABLE FOOD ITEMS BETWEEN THE DATES
OF _____AND,_____. PLEASE REMIT THE RECEIPT
AND INVOICE TO:

TOWN OF LOWELL
PO BOX 166
BURLINGTON, ME 04417

GENERAL ASSISTANCE ADMINISTRATOR
TOWN OF LOWELL
207-732-5177

SIGNATURE OF PERSON NAMED ON VOUCHER

TOWN OF LOWELL

TO: STEAKS & STUFF

FROM: TOWN OF

LOWELL

GENERAL ASSISTANCE ADMINISTRATOR

RE:VOUCHER

DATE:

_____ IS ENTITLED TO PURCHASE UP TO
____ OF PERSONAL CARE SUPPLIES OR HOUSEHOLD SUPPLIES BETWEEN
THE DATES OF _____ AND _____.. PLEASE REMIT THE
RECEIPT AND INVOICE TO:

TOWN OF LOWELL
PO BOX 166
BURLINGTON, ME 04417

GENERAL ASSISTANCE ADMINISTRATOR
TOWN OF LOWELL
207-732-5177

SIGNATURE OF PERSON NAMED ON VOUCHER

Town of Lowell
Policy Statement

A. Policy Number: ADM35
B. Title: Portable Fire Extinguisher Monthly Inspection
C. Author: Board of Selectmen
D. Replaces Policy:
E. Date Approved by the Board of Selectmen: April 13, 2011
F. Policy Expiration: Until Revised
G. Responsible for Review: Board of Selectmen
H. Narrative:

Responsibility for monthly inspection and documentation shall be completed by the Board of Selectmen.

Detection of any problem with a portable fire extinguisher shall be reported to the Lowell Board of Selectmen, corrective measures shall be done immediately.

First Reading: April 13, 2011

Review/Revision	March, 2012	April 13, 2017/af		
Review/Revision	March 27, 2013 AF	April 25, 2013 AF Review		
Review/Revision	March 26, 2014 AF			
Review/Revision	March 25, 2015 AF			
Review/Revision	April 20, 2016 af			

Reviewed and Revised: 10/22/2024 BOS KMF

Town of Lowell
Policy Statement

A. Policy Number: ADM36
B. Title: Fire Protection Funds Allocation
C. Author: Board of Selectmen
D. Replaces Policy:
E. Date approved by Selectmen: August 29, 2012
F. Policy Expiration: **Rescinded**
G. Responsible for review: Board of
H. Narrative : Selectmen

The annual fee (\$10,000.00) for fire protection from the Town of Enfield is to be identified in an Annual Fee Reserve Account (separate bank account). A separate line will be on the Warrant Worksheet to track receipts and disbursements.

Payments for call (fire fighter and truck hourly costs), will be posted in receipts column on the Warrant Worksheet's Fire Department Annual Budget line. Any monies not expended during the fiscal year will be carried forward to the next fiscal year for the same purpose.

First Reading: August 29, 2012

Acceptance: August 29, 2012

Rescinded 11/19/2024

TOWN OF LOWELL
POLICY STATEMENT

A. Policy Number:	ADM37
B. Title:	Marriages
C. Author:	Town of Lowell Selectmen
D. Replaces Policy:	None
E. Date approved by Board of Selectmen	January 16, 2013
F. Policy expiration:	
G. Responsible for review:	Board of Selectmen
H. Narrative:	

Town of Lowell Municipal Officers who are authorized to perform marriages, may do so at their own Discretion at the Lowell Town Office. Marriages are to only be conducted outside established office hours

First reading: January 16, 2013

Acceptance/voted: January 16, 2013

March 26, 2014	April 26, 2016	April 25, 2018	
March 24, 2018	April 12, 2017		

Revised 11-19-2024 BOS

TOWN OF LOWELL
POLICY STATEMENT

A. Policy Number	ADM38
B. Title	Honor Roll Criteria
C. Author	Board of Selectmen
D. Replaces Policy	None
E. Date approved by Board of Selectmen	Feb. 6, 2013
F. Policy Expiration	
G. Responsible for Review	Board of Selectmen
H. Narrative:	

Criteria for name placement on Town of Lowell Honor Roll:

1. Any veteran that resided in the Town of Lowell at the time of enlistment and was discharged with any type of discharge other than "Dishonorable".
2. Any veteran that enlisted while living elsewhere (for example Boston while at school there) but was always considered a resident of the Town of Lowell.
3. Any veteran, whom believes their name should be on the Honor Roll, may submit a request to the Board of Selectmen for inclusion on the Honor Roll. The decision of the Board of Selectmen is final. Any veteran who received a "Dishonorable Discharge" is not eligible for listing on the Honor Roll.

First Reading: February 6, 2013

AcceptanceNoted: February 6, 2013
Revised: 11/19/2024

Review:

March 26, 2014 AF	April 20, 2016 AF	April 25, 2018 AF		
March 24, 2015 AF	April 2, 2017 AF			

Town of Lowell
Policy Statement

A. Policy Number: ADM40
B. Title: Private Road-Winter
C. Author: Board of Selectmen
D. Replaces Policy: None
E. Date Approved by Board of Selectmen: January 16, 2014
F. Policy Expiration: Until Revised
G. Responsible for Review: Board of Selectmen
H. Narrative:

Town of Lowell has several private roads whereby the Maine Supreme Court has stated public funds or equipment may not be used to maintain or plow privately owned roads, (see Opinion of the Justices, 560 A, 2d 552(Me. 1989). Maine Municipal Association Legal Services is of the opinion that it is permissible to use a snowplow or sander on a road which has not been previously maintained ahead of a firetruck, police car, or ambulance, if the incident may involve immediate threat to human life or limb. As a practical manner, however, even the plow truck may be unable to get over a road that is the result of ice and or snow and has not been previously maintained. The Town of Lowell is not liable for the failure to provide emergency services, (see 14 M.R.S.A. 8104-B).

Residents residing on these private roads are encouraged to form Road Associations to address issues of maintenance and emergency situations; as the Town of Lowell is not required to do this per Maine law.

First Reading: Jan 16, 2014

Review Date				
March 26, 2014	April 19, 2017			
March 24, 2015	April 25, 2018			
April 26, 2018				

Reviewed 11/19/2024

Town of Lowell Policy Statement
ADM41

A. Policy Number:	ADM41
B. Title:	Verification of Received Mail
C. Author:	Board of Selectmen
D. Replaces Policy:	None
E. Date approved by the Board of Selectmen:	February 18, 2014
F. Policy Expiration:	
G. Responsible for Review:	Board of Selectmen
H. Narrative:	

All daily incoming mail, with the exclusion of bulk and advertising mail, received by the Clerk, Treasurer or Tax Collector will be opened and date stamped. The person opening the mail will also place their initials next to the date stamp.

All mail addressed to any member of Board Of Selectmen will have a date stamped copy place in a mail slot titled BOS. The original document will be held by the Clerk. Additionally, any mail received from state or federal agencies, not specifically addressed to the Board Of Selectmen, will also have a copy placed in the BOS mail slot.

Items that require immediate attention shall be brought to the Board of Selectmen immediately.

Mail pick up will take place, at a minimum, on Tuesday, Wednesday and Thursday.

First Reading: February 18, 2014

Date/Review: 11/19/2024 BOS

Town of Lowell Policy Statement

- A. Policy Number ADM-42
- B. Title Town of Lowell Cemeteries
- C. Author Board of Selectmen
- D. Replaces/Amends/Combines/Updates Policy ADM-42 (Proposed 11/19/24)
- E. Date Approved by the Board of Selectmen
- F. Policy Expiration N/A
- G. Responsible for Review Town of Lowell Board of Selectmen
- H. Narrative
1. Revenues received from deeded internment plot sales shall be deposited into the “Town of Lowell Perpetual Care Fund” and shall be used in accordance with Town of Lowell Cemetery Ordinance 2023 Amendment. Plot deed/purchases shall be in accordance with Town of Lowell ordinance, as updated and approved annually at Town Meeting.
 2. Any/all incidental fees levied shall be made payable to the Town of Lowell, upon which the Town of Lowell Treasurer will process the money per the below fee schedule;
 - a. Cremation Urn Burial: \$100.00 (\$50.00 paid to Sexton / \$50.00 deposited to the Town Perpetual Care Fund). This fee may be subject to change, dependent upon seasonal challenges at time of family desired internment.
 - b. Casket/Coffin/Vaulted Burial Fees: Subject to actual/true cost, and availability of identified excavation subject matter experts. These fees may range significantly, dependent upon seasonal challenges at time of family desired internment.
 3. Any/all requests for casket/coffin internment shall be received by the Town of Lowell (Board or Select and/or Sexton), at absolute minimum, two full calendar weeks in advance of intended/desired internment. Failure to adhere to this policy stipulation is highly likely to result in undue emotional hardship to the decedent’s family, which the Town of Lowell strives to avoid.
 4. The opening and closing of cremation plots, upon request by family of the decedent, may be performed by family members upon approval of the Sexton/Board of Selectmen. This shall in all cases be done under the direct and immediate supervision of the Sexton. In these instances, any internment fees levied will be at the sole discretion of the Sexton.
 5. The purchase of a 4’ x 8’ plot within the Tannery Cemetery (extension) entitles the purchaser(s) to square footage strictly limited to the internment of two cremation internments (approximately 4’ x 4’ each), or one casket/coffin burial, within a concrete vault.

First Reading:

Review/Revision

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RESCINDED 11/19/2024

PURPOSE:

The purpose of this policy is to outline the procedures that will be used to write off ambulance receipts that have not been collected.

POLICY:

The policy of the Lowell Fire and Rescue Department and the Town of Lowell is to collect all receivables generated by the Fire Department ambulance with the exception of cases where payment would create severe financial hardship. It is with this intent that the following billing policy guidelines are established.

APPLICABILITY

This is applicable to the receipt of fees charged for the provision of EMS services.

IMPLEMENTATION PROCEDURE:

Background

The Town of Lowell contracts with T.G. Higgins Business Services, PA (the billing company) to provide ambulance billing and collection for ambulance services provided by the Fire - EMS Department ambulance. The Town of Lowell, as part of an agreement with the billing company, requires a standard method of pursuing collections that ensures payments are received that are owed to the Town, based on established rates set by the Town as allowed under federal or state medical reimbursement regulations.

Policies

- 1) The Town shall receive and review an annual balance of accounts, including all aging and current accounts, provided by the billing company. The Board of Selectmen and Fire Chief shall meet on an annual basis to reconcile outstanding balances, confirm receivables, review uncollected receivables that the billing company recommends to be written off, and review claims of financial hardship.
- 2) The Town of Lowell shall meet with the billing company at least annually, in January to discuss aging receivables that have had no activity within the prior 180 days. The process utilized by the billing company to pursue individual uncollected accounts shall be reviewed. The methods of collection that are considered to be fair and reasonable are: correspondence to the insurance company, the patient was insured for their medical transport, or if uninsured, documented phone calls, emails or fax transmissions to the patient or their insurance company. The final step will be to determine if the patient was reimbursed directly from their insurance company for their medical transport and has not reimbursed the Town.
- 3) The Board of Selectmen, with the recommendation of the Fire Chief, after confirming that the above policy has been met, will make a determination that an account is to be written off as an uncollected account. This determination does not constitute forgiveness of the debt if at a future date payment is received by the billing company. The determination to write off an account shall be based upon the inability of the billing company, or any agents that they may use, to locate or obtain direct contact with

a patient, either by registered letter or some other means. A list of uncollectable accounts that are determined to be written off shall be provided to the Board of Selectmen.

Collection Agency

If the patient has ignored all attempts for reconciliation of their account the billing company will enter the account onto a collection report. This report will be sent to the Town on an annual basis when it will be reviewed by the Fire Chief to determine if some or all accounts will go to the collection agency. The Fire Chief will return the report to T.G. Higgins Business Services, PA and provide them with a list of which of the patient accounts will go to a collection agency.

Financial Hardship Requests

- 1) Requests for a waiver of a portion or all of an ambulance bill shall be submitted by the patient to the Board of Selectmen; on the approved form for review and determination of financial conditions of the patient and ability to pay. The request may require documentation, such as hospital free confirmation, a letter from a third party such as a social worker, or a letter from the patient attesting to their hardship that has been signed under the pains and penalties of perjury.
- 2) The Fire Chief will review all requests for waivers based upon financial hardship and shall issue a recommendation to the Board of Selectmen. The Board of Selectmen will make the final determination on waivers or hardship requests.
- 3) The Fire Chief shall notify the billing company of the decision of the Board of Selectmen relative to the request for a waiver or financial hardship within five (5) days so that it may be documented in the accounts receivable report issued by the billing company.

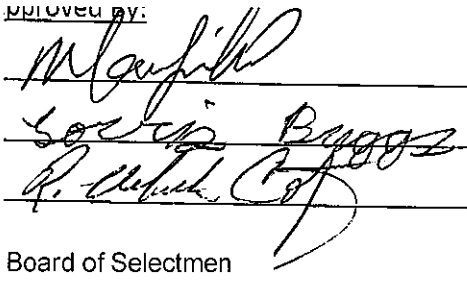
Note

All information received as a result of this policy, including patient name, address, medical condition or history, and financial information is protected and may not be used as public record. Patient information is subject to compliance with federal, state, and local regulations relative to medical, personal and financial information for purposes of records retention and public record access.

REGULATORY/ STATUTORYS REFERENCES:

List the sources if applicable upon which the policy is based, including related policies or procedures, guidelines, Town Bylaws, State or Federal laws.

APPROVED BY:


Board of Selectmen

Date: &p8/J. /

TOWN OF LOWELL POLICY STATEMENT

- A. Policy Number: ADM45
- B. Title: Complaint Form
- C. Author: Board of Selectmen
- D. Replaces Policy:
- E. Date Approved By Selectmen: May 31, 2016
- F. Policy Expiration: None until revised
- G. Responsible for Review: Board of Selectmen
- H. Narrative:

The purpose for this policy is to insure that a person has the ability to communicate a complaint to the Town of Lowell Selectmen, with a resolve to the person whom issued the dissatisfaction. A complaint form shall be completed, with complaint details, name, method to contact, address, date and signature.

The Board shall investigate the complaint; obtaining necessary facts, discuss and render a decision to the person presenting the complaint. This shall be done in a timely manner, within two (2) weeks, or sooner. If this timeline cannot be attained, the Board will notify the person who filed the complaint.

Compliant Forms will be available at the Town Office and the Town Website

REVIEW/REVISE/DATE/INITIAL: 11/19/2024 BOS

Town of Lowell

Policy Statement

A. Policy Number	ADM 46
B. Title	Fire Chief Job Description
C. Author	Selectmen
D. Replaces Policy:	None
E. Date Approved by Selectmen	November 27, 2018
F. Policy Expiration	Rescinded 11/19/2024
G. Responsible for Review:	Selectmen

Essential Requirements:

Fire Chief performs firefighting, rescue and medical response services.

As an Administrator, the Fire Chief, schedules and assigns duties to firefighters; trains and drills them in firefighting and rescue techniques. Fire Chief evaluates their performance and oversees their advancement. Inclusive would be all firefighters follow established policies and procedures, resulting in records and reports of all fire response actions.

The Fire Chief monitors the care and maintenance of the all the equipment at the fire station. The Fire Chief shall submit to the Selectmen, requests for new acquisitions and the department's yearly budget.

Requirements of Work:

Citizen of the United States, resident of Maine, eighteen(18) years of age.

Ability to organize and direct activities of the firefighters.

Ability to develop long term plans for the Lowell Fire and Rescue Department.

Job experience:

Experience in firefighting(five or greater years), experience in human resources and fiscal planning.

Compensation will be established by the Board of Selectmen and voted upon by the Town at a Town meeting. Additionally, the compensation may be combined with the duties of other Municipal Officials, at the discretion of the Board of Selectmen.

First Reading: November 27, 2018

LOWELL WEB SITE and FACEBOOK PAGE

This policy is to establish guidelines around the administration and the posted content of the Town's web site LowellME.org, and the Facebook page Town of Lowell, Maine.

The web site and Facebook page will be administered by the Town Clerk and the Selectman Media Administrator. The Board of Selectmen will designate one of the Selectmen as the Selectman Media Administrator. If the board does not do this, then it will default to the First Selectman. Access to this media for posting documents or information by any other Town Official is by recommendation of the Selectman Media Administrator and approved by the Board of Selectman. Where this access permission can be revoked at any time without reason.

Posted content is to be professional and only relevant to Town business. Any promotion of or advertisement of private matters or businesses is not to be included. Community news can be provided, for a limited time, only if it involves nonprivate or nonbusiness affairs. For example; posting information on the Burlington July 4th parade or posting for a Lowell Volunteer Group is acceptable, posting news of a family reunion or private yard sales is not acceptable.

The web site and Facebook page content are to be maintained acceptable as determined by the designated Selectman Media Administrator, or the Board of Selectmen.

The Clerk and Selectman Media Administrator will be responsible for maintaining the overall web site current to their best ability. Minimizing the duplication of information in various places on the web site is important, otherwise maintaining the site becomes difficult. A web site can over time easily become outdated and of little value if information is not maintained regularly.

The use of a third party, contracted service, to assist with web site maintenance or making changes should be minimized, and approved only by an administrator(s). The Clerk and Selectman Media Administrator should maintain as much of the web site as possible to keep the cost of a web site to a minimum for the Town. When a third party is used, this should also be used as a training opportunity for the Clerk and or Selectman Media Administrator.

The Town Clerk will routinely post on the web site:

In the calendar:

- o The routine or urgent meetings of each Board and Committee.
- o Agendas can be posted in the calendar if needed.
- o Town meetings. Include these also in the Alert bar and Notices and News page. Include the warrants and articles. For both the Municipal and School Committee meetings.
- o Elections

Post in the Info and Docs area as PDF files only:

- o Meeting minutes from each of the Boards and Committees.

Reviewed 11/19/2024 BOS

Town of Lowell, Maine

Policy Regarding Payment Plans for Past Due Property Taxes

Effective Date:

1. Purpose

The purpose of this policy is to establish clear and consistent guidelines for the offering and management of installment payment agreements between the Town of Lowell, Maine, and taxpayers who have delinquent property tax balances. This policy aims to facilitate the collection of past-due taxes while providing a structured pathway for property owners to resolve their financial obligations to the Town.

2. Eligibility

This policy applies to all property owners with outstanding, past-due real estate taxes owed to the Town of Lowell. Participation in a payment plan is voluntary and subject to the approval of the Town Select Board. A separate, distinct payment agreement must be established for each individual tax year for which there is a past due balance

3. Payment Plan Terms

Any payment plan agreement established under this policy shall include the following mandatory terms:

Term	Requirement
Initial Down Payment	The taxpayer must pay a minimum of ten percent (10%) of the total outstanding past-due tax balance at the time the agreement is signed.
Monthly Installment Amount	Subsequent monthly payments must be a minimum of ten percent (10%) of the total outstanding past-due tax balance, calculated at the time the agreement is signed.
Minimum Payment Threshold	Notwithstanding the 10% calculation, no individual monthly payment shall be less than One Hundred Dollars (\$100.00) .
Interest and Fees	Interest will continue to accrue on the outstanding tax balance in accordance with Maine State law. All related fees and costs incurred by the Town remain the responsibility of the taxpayer.

Term	The plan shall continue until all past-due taxes, accrued interest, fees, and costs are paid in full.
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4. Consequences of Default

An installment agreement is a good-faith contract between the taxpayer and the Town.

A default occurs if a scheduled payment is not received by the due date specified in the agreement.

Upon the occurrence of a default, the agreement shall be immediately terminated, and the Town shall, without further notice, resume and continue all legal options available to collect the outstanding balance, including but not limited to the full lien process, foreclosure, and collection actions against the property.

5. Execution of Agreement

All payment plans must be documented in a written agreement, signed by the property owner(s) and Town Select Board.

6. Application to Future Taxes

This policy only addresses past-due taxes.

7. Select Board Authority and Discretion

Any payment plan established under this policy may be reviewed, amended, or canceled by the Town of Lowell Select Board at its sole discretion, with written notice provided to the taxpayer.

Town of Lowell Select Board

Adopted 12/17/2025 BOS